

CONFIDENTIAL

*Rev. 11*

25X1A

NOTICE  
NO. [REDACTED]

[REDACTED] 25X1A

PERSONNEL

## ASSIGNMENTS

### PROCEDURES FOR CONTROLLING AND REPORTING AGENCY STAFF EMPLOYEE [REDACTED] IN-CASUALS AND OUT-CASUALS

ILLEGIB

#### 1. GENERAL

The purpose of this Notice is to establish Agency procedures for reporting Staff Employee ~~and Staff Agent~~ In-Casuals and Out-Casuals and for controlling the length of time that they may remain in either status. Basic to this Notice is the assumption that the categories "In-Casual" and "Out-Casual" are adopted to designate an employment status that is temporary in nature and which will normally not exceed 30 days in the case of In-Casuals or 60 days in the case of Out-Casuals. Their use for any other purpose than to serve as a holding mechanism pending reassignment on return from overseas or to cover situations where the Staff Employee or ~~Staff Agent~~ is temporarily detained from movement to his Field Station is contrary to the best interests of the Agency. The Assistant Director for Personnel will initiate whatever action is necessary to insure compliance with the provisions of this Notice.

#### 2. PROCEDURES

##### a. IN-CASUALS

For the purpose of this Notice, an In-Casual is defined as a Staff Employee or ~~Staff Agent~~ who is returning to the United States on orders permanently changing his official duty station from the Field to Headquarters.

- (1) Eight months prior to the effective date of the individual's transfer from the Field to Headquarters, notification of the estimated date of arrival of the Staff Employee or ~~Staff Agent~~ in the United States will be given the responsible Headquarters Operating Component, the Career Service Board concerned, and the Office of Personnel through execution, by the individual being so transferred, of the Field Reassignment Questionnaire, Form 202, which will be forwarded to Headquarters through established channels.
- (2) Upon arrival of the overseas returnee at Headquarters ~~and his~~ *he will* registration with Central Processing Branch, Processing & Records Division, Office of Personnel, ~~It~~ shall be the responsibility of the Assistant Director for Personnel to notify the Comptroller

CONFIDENTIAL

CONFIDENTIAL

25X1A

25X1A

NOTICE  
NO. [REDACTED]

PERSONNEL

on Form 37-200 (TEST), "In and Out-Casual Status Record," that the returnee has, in fact, arrived at Headquarters on a cited effective date and that he has been recorded as an In-Casual pending reassignment action either to a Departmental position or another position in the Field.

- (3) At the end of each month the Assistant Director for Personnel will prepare a roster of all In-Casuals who have not been reassigned to an established position, either Departmentally or in the Field, by the close of business of the last normal working day of that month. He will transmit this roster to the Career Service Boards concerned and to the appropriate Major Operating Components for their appropriate action to effect such reassignment.

- (4) If, in the opinion of the Assistant Director for Personnel, subsequent action by the Career Service Board concerned and the appropriate Major Operating Component is inconsistent in an individual case with the provisions of Regulation No. [REDACTED] or if such action is in conflict with other established Agency personnel management policies, the Assistant Director for Personnel, after obtaining the recommendations of the Career Service Board concerned, will initiate *Step 1* *to effect the* action to reassign the individual in question to an appropriate position.

b. OUT-CASUALS

*officially*  
For the purpose of this Notice, an Out-Casual is defined as a Staff Employee ~~or Staff Agent~~ assigned ~~or to be assigned~~ to an established position on ~~the~~ *from* Field Table of Organization, but who may actually be undergoing required training prior to departure for overseas, receiving necessary pre-departure, on-the-job desk training, be awaiting integration, or is otherwise legitimately detained from movement to his Field Station.

- (1) When any Staff Employee ~~or Staff Agent~~ meets the criteria set forth in the definition of the term "Out-Casual," the Assistant Director for Personnel will *process* ~~issue~~ a Form SF-52, "Request for Personnel Action," assigning him to an appropriate position on a Field Table of Organization and simultaneously prepare a Form 37-200 (TEST), designating him as an Out-Casual on a cited effective date. He shall transmit this form to the Comptroller as official notification that the individual has been placed in an Out-Casual status pending movement to the Field.

CONFIDENTIAL

CONFIDENTIAL

25X1A

NOTICE

NO. [REDACTED]

PERSONNEL

- (2) At the end of each month, the Assistant Director for Personnel will prepare a roster of all Out-Casuals who have not been moved to an overseas Field Station by the close of business of the last normal working day of that month. He will transmit this roster to the Major Operating Components affected for their action to expedite such movement.
- (3) If, in the opinion of the Assistant Director for Personnel, subsequent action by the affected Major Operating Component, in an individual case, does not effect the departure of the Out-Casual concerned, or fails to justify retention of the individual in a continued Out-Casual status, the Assistant Director for Personnel, after obtaining the recommendations of the Career Service Board concerned, will initiate action to reassign the individual in question to an appropriate position.

c. SPECIAL REPORTS

the Monthly Personnel Statistical Reports reflecting the assignment of Staff Employees and Staff Agents to Tables of Organization, their pay status and their status as In or Out-Casuals, will be prepared by the Assistant Director for Personnel for distribution to Agency officials having a need for this information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15/  
L. K. WHITE  
Deputy Director  
(Administration)

DISTRIBUTION: A  
4B  
5B

CONFIDENTIAL

*pers 11*

DRAFT

CONFIDENTIAL

NOTICE

25X1A

NO. [REDACTED]

25X1A

[REDACTED]  
PERSONNEL

### ASSIGNMENTS

#### PROCEDURES FOR CONTROLLING AND REPORTING AGENCY STAFF EMPLOYEE IN-CASUALS AND OUT-CASUALS

##### 1. GENERAL

The purpose of this Notice is to establish Agency procedures for reporting Staff Employee In-Casuals and Out-Casuals and for controlling the length of time that they may remain in either status. Basic to this Notice is the assumption that the categories "In-Casual" and "Out-Casual" are adopted to designate an employment status that is temporary in nature and which will normally not exceed 30 days in the case of In-Casuals or 60 days in the case of Out-Casuals. Their use for any other purpose than to serve as a holding mechanism pending reassignment on return from overseas or to cover situations where the employee is temporarily detained from movement to his Field Station is contrary to the best interests of the Agency. The Assistant Director for Personnel will initiate whatever action is necessary to insure compliance with the provisions of this Notice.

##### 2. PROCEDURES

###### a. IN-CASUALS

For the purpose of this Notice, an In-Casual is defined as a Staff Employee who is returning to the United States on orders permanently changing his official duty station from the Field to Headquarters.

- (1) Eight months prior to the effective date of the employee's transfer

CONFIDENTIAL

DRAFT

CONFIDENTIAL

PERSONNEL

25X1A

NOTICE

25X1A

NO. [REDACTED]

from the field to Headquarters, notification of the estimated date of arrival of the employee in the United States will be given the responsible Headquarters Component, the Career Service Board concerned and the Office of Personnel through execution by the employee being so transferred of the Field Reassignment Questionnaire, Form 202, which will be forwarded to Headquarters through established channels.

- (2) Upon arrival of the overseas returnee at Headquarters and his registration with Central Processing Branch, Processing & Records Division, Office of Personnel, it shall be the responsibility of the Assistant Director for Personnel to notify the Comptroller on Form 37-200 (TEST), "In and Out-Casual Status Record," that the returnee has, in fact, arrived at Headquarters on a cited effective date and that he has been recorded as an In-Casual pending reassignment action either to a Departmental position or another position in the Field.
- (3) At the end of each month the Assistant Director for Personnel will prepare a roster of all In-Casuals who have not been reassigned to an established position, either Departmentally or in the Field, by the close of business of the last normal working day of that month. He will transmit this roster to the Career Service Boards concerned and to the appropriate Major Operating Components for their appropriate action to effect such reassignment.

DRAFT

NOTICE

PERSONNEL

25X1A

NO. [REDACTED]

(4) If, in the opinion of the Assistant Director for Personnel, subsequent action by the Career Service Board concerned and the appropriate Major Operating Component, on an individual case, is inconsistent with the provisions of Regulation No. [REDACTED] or if such action is in conflict with other established Agency personnel management policies, the Assistant Director for Personnel, after obtaining the recommendations of the Career Service Board concerned, will initiate action to reassign the In-Casual employee to an appropriate position.

25X1A

h. OUT-CASUALS

For the purpose of this Notice, an Out-Casual is defined as a Staff Employee assigned to an established position on a Field Table of Organization, but who may actually be undergoing required training prior to departure for overseas, receiving necessary pre-departure on-the-job desk training, be awaiting integration, or is otherwise legitimately detained from movement to his Field Station.

- (1) When any Staff Employee meets the criteria set forth in the definition of the term "Out-Casual," the Assistant Director for Personnel will issue a Form SF-52, "Request for Personnel Action," assigning him to the appropriate position on a Field Table of Organization and simultaneously prepare a Form 37-200 (TEST), designating him as an Out-Casual on a cited effective date. He shall transmit this form to the Comptroller as official notification that the employee has been placed in an Out-Casual status pending movement to the Field.

CONFIDENTIAL

DRAFT

Approved For Release 2001/08/31 : CIA-RDP78-04718A001200060

25X1A

CONFIDENTIAL

PERSONNEL

NOTICE

NO.

25X1A

- (2) At the end of each month, the Assistant Director for Personnel will prepare a roster of all Out-Casuals who have not been moved to an overseas Field Station by the close of business of the last normal working day of that month. He will transmit this roster to the Major Operating Components affected for their action to expedite such movement.
- (3) If, in the opinion of the Assistant Director for Personnel, subsequent action by the affected Major Operating Component, in an individual case, does not effect the departure of the Out-Casual concerned, or fails to justify retention of the employee in a continued Out-Casual status, the Assistant Director for Personnel, after obtaining the recommendations of the Career Service Board concerned, will initiate action to reassign the employee in question to an appropriate position.

c. SPECIAL REPORTS

Monthly Personnel Statistical Reports reflecting the assignment of personnel to Tables of Organization, their pay status and their status as In or Out-Casuals, will be prepared by the Assistant Director for Personnel for distribution to Agency officials having a need for this information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Administration)

DISTRIBUTION: A  
4B  
5B

Approved For Release 2001/08/31 : CIA-RDP78-04718A001200060023-9

**CONFIDENTIAL**

DIST A-4B5B ER 6-1292  
A A B Shurs. Staff  
nuty

Approved For Release 2001/08/31 : CIA-RDP78-04718A001200060023-9

PROCEDURES FOR CONTROLLING AND REPORTING AGENCY STAFF EMPLOYEE IN-CASUALS  
AND OUT-CASUALS

A. IN-CASUALS (Returnees to U. S. on PCS)

1. Eight months prior to returning to the U. S. on a permanent change of station, the returnee by completing the Field Reassignment Questionnaire, notifies the operating Headquarters Component, the Career Service Board and the Office of Personnel of the estimated date of arrival in the U. S. (Regulation [REDACTED] *! Dur. of o/s tour of duty*) 25X1A
2. Upon arrival of the returnee to the Headquarters, the Office of Personnel notifies the Comptroller on Form 37-200 (Test) that the returnee has actually arrived at Headquarters and that he has now been recorded as an "In-Casual" pending reassignment action to either a new Departmental position or another Field position. (Effective 16 June 1954). 25X1A
3. At the end of each month the Office of Personnel prepares a list of all In-Casuals who, as of the end of the month, have not yet been reassigned to a new position, and transmits it to the appropriate major operating component for their action (This has been in effect since July 1954).
4. Effective 31 October 1954, the Assistant Director for Personnel, in addition to reporting the names of the casuals to the Major Components, [ will request the operating component to reply in writing as to the reasons for not having reassigned those In-Casuals who have been in that status 60 days or longer. ] [30]

Approved For Release 2001/08/31 : CIA-RDP78-04718A001200060023-9

**CONFIDENTIAL**

*not in writing  
"whatever" done appropriate  
to insure compliance - AD/P to police*

*Manning  
Perrin*

*DIST: A  
4B  
5B*



~~CONFIDENTIAL~~

- 2 -

25X1A

If the reasons are inconsistent with the provisions of Regulation [REDACTED] or if in the opinion of the Assistant Director for Personnel, the reasons are in conflict with personnel management policies, the Assistant Director for Personnel will initiate action to assign the employee to an appropriate position.

B. OUT-CASUALS

1. When any employee is assigned to a position on a field station T/O but is actually in a formal training status, performing on-the-job desk training, or is otherwise detained temporarily from movement to his field station, the Assistant Director for Personnel issues an SF-52 personnel action assigning him to the field station T/O and simultaneously prepares Form 37-200 (Test) which designates him as an Out-Casual and serves to notify the Comptroller that the individual has been placed in an Out-Casual status pending his movement to the field. (Effective 16 June 1954).
2. At the end of each month the Assistant Director for Personnel compiles a roster of all Out-Casuals and transmits the list to the appropriate Major Components for their action. (This procedure has been in effect since July 1954).
3. Effective 31 October '54, the Assistant Director for Personnel, in addition to reporting the Out-Casuals to the Major Components, will indicate on the roster those persons who have been in an out-casual status for 60 days or more and request that the Component reply in writing as to the reasons why the individuals

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 3 -

have not yet departed for their field assignments. ] If in the opinion of the Assistant Director for Personnel, the reasons for delay in departure do not justify continued Out-Casual status, the Assistant Director for Personnel will take steps to initiate action to assign the employee to an appropriate position.

- C. Monthly Personnel Statistical Reports reflecting the T/O assignment, the In-and Out-Casual Status, and the pay status of personnel will continue to be forwarded to DDCI, the IG, DDA, C/MS and Chief Budget Officer as of the end of each month.

~~CONFIDENTIAL~~